

ADMINISTRATIVE

Section



53 Positions
\$5,664,475 Budget

FINANCE Office

Ray Higgins
Fiscal
Officer/
Treasurer



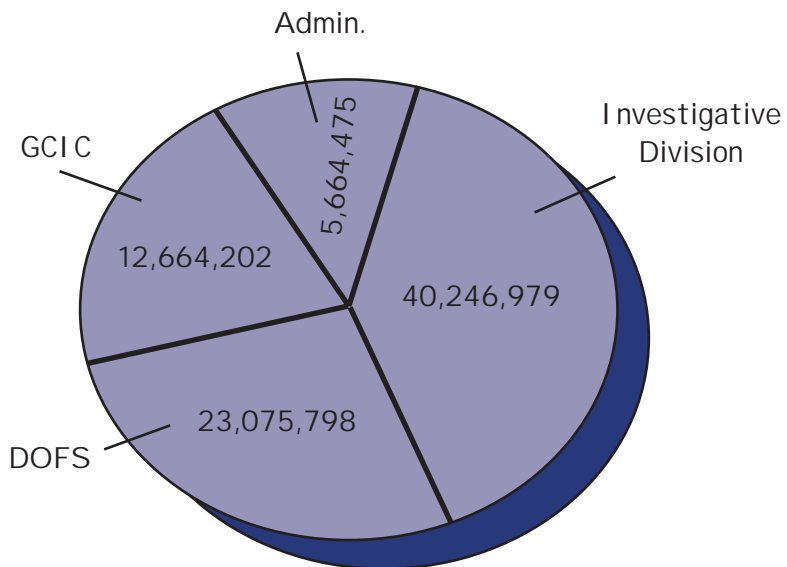
The primary mission of the GBI Finance Office is to provide sound, solid advice and financial management to the Director's Office, the Administrative Division, the Investigative Division, the Division of Forensic Sciences, and the Georgia Crime Information Center. GBI Finance also administers the funds for the Criminal Justice Coordinating Council (CJCC) that is attached to the GBI for administrative purposes. The Finance Office is supervised by the agency's fiscal officer/ treasurer and consists of three main units: Budget, Accounting and Purchasing. The office is supported by 22 dedicated employees, including two support staff positions, and is responsible for all financial transactions involving the agency.

BUDGET

The Budget Unit is supervised by a budget administrator and consists of three budget analysts. The unit is responsible for the development and management of the GBI budget. Likewise, this unit is responsible for monitoring all expenditures from work units as well as fund sources for the entire agency. Each member of the Budget Unit works directly with division personnel to provide guidance and approval of expenditures for travel and operating costs, including monitoring 27 grants. The unit also is responsible for processing all allotments through the Governor's Office of Planning and Budget to the Office of Treasury and Fiscal Services. All amendments to the Annual Operating Budget are developed and processed by the budget staff.

During FY'02, the budget staff managed an overall

FY'02: Total Funds Budgeted by Division



Annual Operating Budget of \$81,651,454 (GBI only, CJCC not included), while creating and developing the FY'02 Amended, Information Technology, and FY'03 budget requests. The effort resulted in the funding of 37 new positions, 30 new

Criminal Justice Coordinating Council (CJCC)

State Funds	\$360,631
Federal Funds	\$64,591,888
Other Funds	\$4,833,273
Total	\$69,785,792

vehicles and an appropriation of \$66,118,712 in state funds for FY'03.

ACCOUNTING

The Accounting Unit is responsible for all accounting transactions, including the reconciliations of cash accounts, GA Fund I accounts, subsidiary ledgers, and the general ledger. The unit also handles all of the accounting transactions for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. This accounts for a large portion of GBI revenue, including several federal grants as well as many cash disbursements and sub-grant payments. The unit is a lead contact with the State Department of Audits, supervised by the accounting director, and is broken down into three main sections: Accounts Receivable, Accounts Payable, and Payroll. Two administrative staff positions provide critical support to all areas of the Finance Office.

The **Accounts Receivable Section** (AR) consists of four people, including a supervisor. The section is responsible for all revenue received by the GBI. In FY'02, the unit collected and recorded more than \$142 million through 70,475 deposits, and processed electronic fund transfers from several different fund sources, including state funds, governor's emergency funds, federal grants, and forfeitures. In conjunction with the Georgia Crime Information

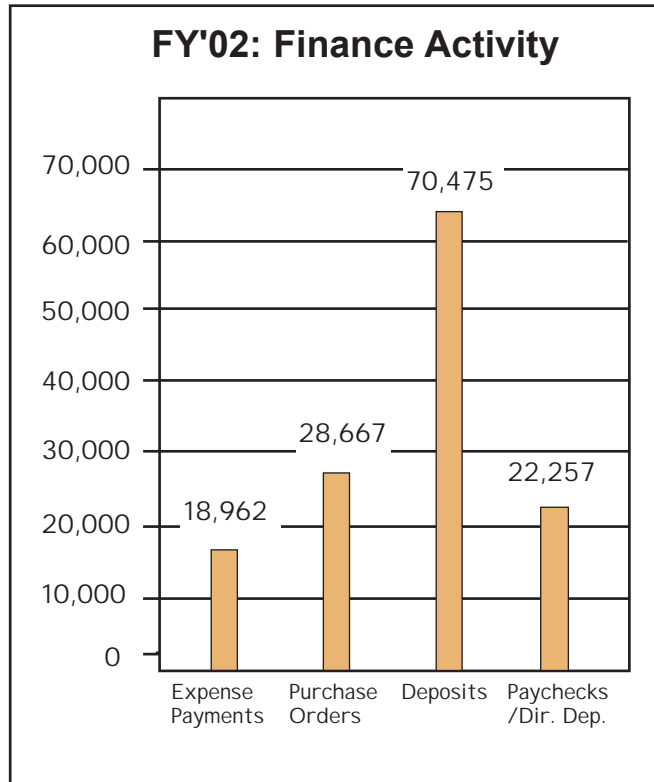
Center (GCIC), the section received and recorded more than \$1.5 million in revenue collections for instant gun check, criminal history, and fingerprint-licensing programs.

The section is responsible for transmitting all revenue collections to the state treasury on a monthly basis.

The **Accounts Payable Section** (AP) consists of four employees including a supervisor. This section is responsible for processing all payments for the GBI and CJCC. In FY'02, the section disbursed approximately 17,950 checks and made more than 1,000 electronic payments for sub-grant payments, travel reimbursements, and invoice payments. In addition to these day-to-day responsibilities, the section is responsible for

all 1099 processing and our semi-annual prompt pay reports. AP also assists in travel and per diem expense reconciliations. Likewise, AP administers the American Express card travel program and enters payments for charges on our purchasing cards as well as payments for all rental space.

The **Payroll Section** has two employees including the payroll supervisor. This section processes the semi-monthly payroll for all employees of the GBI and the Criminal Justice Coordinating Council. During FY'02, payroll effectively processed approximately 3,874 paychecks and 18,383 direct deposits in a timely manner. In addition to the routine payroll operations, payroll also is responsible for financial entries to create deductions for items such as insurance premiums, contributions to the 401K program, payments to the credit unions and entries for all salary adjustments.



The **Purchasing Section** of the Finance Office has four employees, including a purchasing supervisor. The section is responsible for entering all purchase orders for the GBI and CJCC. Last year, purchasing entered approximately 2,976 purchase orders for var-

ious items, such as vehicle purchases, large equipment purchases, repairs and maintenance. Similarly, Purchasing has the primary responsibility of overseeing the Visa Purchasing Card Program (P-Card) and training employees on the use and reconciliation of the cards.

In FY'02, there were more than 6,000 transactions on the P-Card from more than 540 cardholders. As a result, approximately \$2 million in P-Card activity took place.

The Purchasing Section is responsible for coordinating the entire procurement process by ensuring the

Finance Office has all appropriate documentation. Purchasing also acts as the print coordinator for the agency and handles all in-house procurements by coordinating the bid process.

LEGAL Services

The Legal Services Division is staffed with six full-time employees, including two attorneys (the director and deputy director); an assistant deputy director (ADD); two legal assistants, and the newest addition, a records management technician.

OPEN RECORDS

The **Open Records Unit**, which includes archives, is within Legal Services and functions under the direction of the ADD. The ADD has a legal assistant and a records management technician to assist in the processing of open records and archives requests. The open records requests have continued to increase, from 1,891 in FY'01 to 2,014 in FY'02. In addition to the requests, the Open Records Unit processed 57 subpoenas, 10 court orders, 71 production of document requests and orchestrated the release of

more than 28 biological specimens.

The Open Records Unit has provided training sessions to various agencies throughout the state regarding the Open Records Act. The ADD spearheaded a major project this year. He and others, including representatives of the media, co-authored a booklet entitled *Georgia Law Enforcement and the Open Records Act*. The booklet has proven to be a valuable tool for law enforcement agencies. It was reviewed for subject matter and content and approved by the Georgia Association of Chiefs of Police, the Georgia Department of Law, the Georgia Department of Public Safety, the Georgia First Amendment Foundation, the Georgia Press Association, the Georgia Public Safety Training Center-

Mark B. Jackson
Director



FY'02: Open Records Activity

Open Record Requests.....	2,014
Subpoenas Processed.....	57
Court Orders.....	10
Production of Documents.....	71
Biological Specimens.....	28

Georgia Police Academy Division, the Georgia Sheriff's Association, and the Prosecuting Attorneys Council of Georgia.

LEGAL COUNSEL

In addition to the open records function, Legal Services continues to provide legal counsel to the GBI and its employees via

training and legal updates. The office drafted and disseminated 26 legal updates and held 29 training sessions for current agents, new agents and supervisors. During FY'02, 14 new civil cases were filed and the office provided coordination with the Georgia Attorney General's Office in handling these cases.

The Legal Services Division

also drafted significant proposed legislation. These bills included the homeland security bill, the autopsy photographs bill and legislation regarding cremation and the abuse of a corpse, which resulted from the Tri-State Crematory investigation.

PROFESSIONAL Standards

The Office of Professional Standards (OPS) is responsible for investigating allegations of misconduct made against GBI employees. The office reviews and investigates all complaints, determining whether they have legitimacy or lack merit. Each year the complaints are reviewed and studied to identify any patterns of misconduct. Based on those findings, OPS then recommends appropriate actions and/or training. A second investigative position was added this year due to increased activity.

During FY'02, the Office of Professional Standards:

- Conducted 14 internal affairs investigations
- Conducted 9 preliminary inquiries
- Conducted 11 administrative inquiries
- Conducted 12 reviews of use of force
- Conducted 72 exit interviews
- Took 37 personnel actions



**Bill
Malueg**
Inspector

PERSONNEL Office

The Personnel Office is comprised of one part-time and eight full-time employees. The office is responsible for providing support to the three divi-

sions and the Administrative Section of the GBI in all human resource matters. The routine responsibilities include the following: recruiting



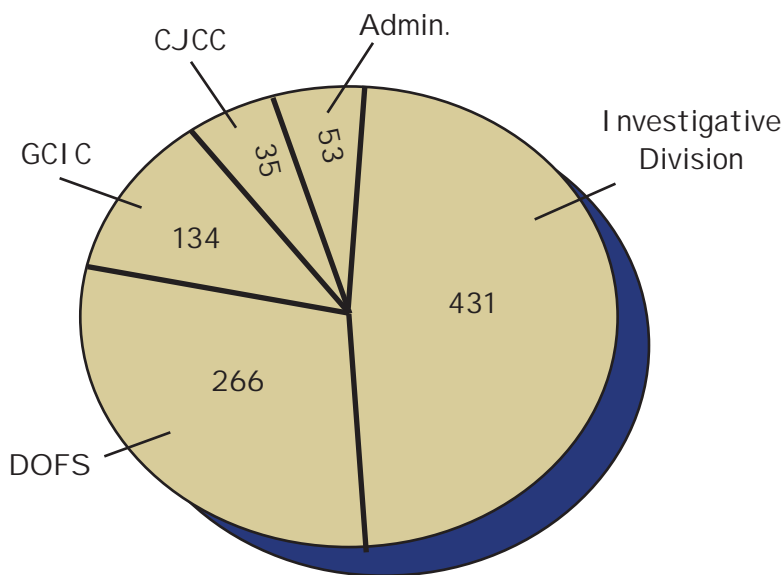
**LuAnne
Worley**
Director

and hiring of new employees; processing personnel

transactions; handling employee relations matters; classifying positions; developing new and revising existing agency jobs; monitoring the compensation structure; establishing minimum job qualifications; administering Equal Employment Opportunity (EEO) services; administering the agency's drug screening program; overseeing the performance management process; assisting employees with benefits; serving as the liaison for workers' compensation; coordinating the student internship and youth apprenticeship programs; and managing the Employee Assistance Program (EAP).

The Office of Personnel provided management training in evaluating employee performance; made concerted efforts to ensure that equal employment opportunities were available to a diverse population by making

FY'02: Employee Breakdown



its job vacancy notices available to a variety of audiences and organizations; provided recruitment information via private and government web sites; and received job applications over the Internet.

In addition to their regular responsibilities, staff in the Office of Personnel provided information and assistance for the national re-accreditation process through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the state certification process through the Georgia Association of Chiefs of Police. Applicable policies and procedures were reviewed for necessary changes, as one-third of the standards established by this program are personnel-related. The office also played a key role in coordinating and providing data for the GBI's Workforce Plan.

FY'02: Personnel Office Activity

- Approximately **2,275** applications for employment were received and processed.
- Approximately **909** personnel transactions were completed and processed (promotions, new appointments, transfers, retirements, separation, etc.).
- Approximately **150** applications were processed for the internship program, with **33** college students placed.
- **Two** special agent hiring processes were held, with Basic Agent School conducted in August 2001 and February 2002.

PUBLIC — Affairs

Disseminating information to the media and the public falls under the domain of the Public Affairs Office. The staff of two employees acts as a liaison between the agency and the media/public, coordinating the release of information on investigations, missing persons, fugitives, agency achievements, programs, and any other items of interest that may arise. During FY'02 the Public Affairs Office coordinated the media on several high-profile cases, including the investigation into improperly disposed human remains at the Tri-State Crematory in Walker County. The case received international attention and drew media inquiries from media as far away as Japan and Russia.

Along with its daily duties, the office also writes articles for law enforcement publications, publishes the annual report and recruiting brochures, compiles a monthly newsletter for retirees, schedules speaking engagements, and produces informational and training videos. The Public Affairs director also represents the agency at the Georgia General Assembly, maintains the GBI Web site and responds to the public's requests for information via electronic mail.

In January of 2002, the GBI partnered with broadcasters and emergency management to establish an abducted child alert for Georgia. The program was named Levi's Call: Georgia's Amber Alert in memory of 11-year-old Levi Frady who was abducted from Forsyth County in 1997 and murdered. The initiative was researched and developed by the Public Affairs Office and utilizes broadcast stations to solicit the public's help in locating a child who has been abducted and is in danger. Activation of the alert can only be requested by local law enforcement.

**John
Bankhead**
Director



WEB SITE

During FY'02, almost two million Internet users visited the GBI Web site. The site can be viewed at www.ganet.org/gbi.

FY'02: Web Site Hits

Sex Offender Registry	1,432,800
Employment	27,745
Unidentified Remains	16,312
Criminal History	11,650
Wanted Persons	10,799
Uniform Crime Reporting	10,124
GCIC	9,962
Missing Persons	8,870
Investigative	7,509
DOFS	7,251
Unsolved homicides	6,505

The above statistics represent the most visited pages on the GBI Web site and is not cumulative.

STAFF

Services

Staff Services provides a variety of support functions for the GBI, including facility management, fleet management, asset management, telecommunications, agent supply, and mail.

The Facility Management Section worked on the following projects during FY'02:

The new **Region 6 Investigative Office** in Milledgeville, Baldwin County, was completed in April 2002. The new facility replaced a commercially-leased building that no longer met the needs of the Investigative Division.

Construction will be completed in August of 2002 on a 75,000-square-foot **laboratory annex** and **free-standing morgue** at the GBI Headquarters Complex. This annex will house crime lab administration and three operational units of the crime lab, including the Medical Examiner's Office.

Construction will

be finished on the new **Eastern Regional Crime Lab** in Augusta, Richmond County, in October 2002. This facility will replace the existing 24-year-old building and provides much needed modern laboratory space. In addition, the facility will have a fully-operational Medical Examiner's Office—a new service provided by the lab.

Approximately eight acres of land was acquired from the Telford Hulsey Industrial Park in White County as a site for a new **North-**

eastern Regional Crime Lab and replacement

Region 8 Investigative Office. Construction will begin in August 2002 and should be completed in the fall of 2003. Once finished, the crime laboratory will provide forensic services at the local level, saving both the GBI and local law enforcement valuable time. The new investigative office will replace an older facility located in Gainesville that no longer meets opera-

tional needs.

The General Assembly appropriated \$430,000 to build free-standing **Crime Analysis Garages** at six regional investigative offices. These garages will provide office space, a garage bay, and lab space for the regional crime scene specialist. This past year, three of these garages were completed at regional investigative offices in Perry,

**Jon
Paget**
Director



The new Milledgeville Regional Investigative Office was opened for business in April of 2002. The facility is named after former SAC John T. "Sonny" King who died in the line of duty in 1985.

Thomasville, and Kingsland. Evidence will be brought to these specialized garages and processed in a controlled environment.

Construction began on a lab annex and morgue at the **Coastal Regional Crime Lab** in Savannah. The 10,000-square-foot addition will provide additional Toxicology lab space, as well as a medical examiner's suite and morgue. This is the first time Medical Examiner's services have been provided by the lab. Construction should be complete in February 2003.

Construction began on a new **Central**

Regional Crime Lab in Macon, Bibb County. This facility will replace the existing 21-year-old laboratory building and provide much needed modern laboratory space and a morgue facility. Construction should be complete in April 2003.

An architectural firm was selected for design and construction administration on a laboratory and morgue annex to our **Southwestern Regional Crime Lab** in Moultrie. Construction is estimated to begin in early 2003.

SUPPLY & MAILROOM

The Supply & Mailroom Section was transferred from Investigative Staff Services to Staff Services on September 16, 2001. The staff consists of three full-time employees and one temporary employee. This section maintains approximately \$500,000 worth of agent inventory to include weapons, body armor, and radio gear, along with other equipment and supplies needed by the agents. The section also maintains a record on equipment issued, returned, lost and stolen.

The mailroom processes and sends out approximately 3,000 pieces of mail weekly, including inter-office mail to 41 GBI offices throughout the state. It also provides a courier service.

During FY'02 this section worked closely with Investigative Staff Services on the following special details:

- Verified the equipment needs for two new agent classes and issued the items as well as verifying with the agents that all items were accounted for.
- Received and prepared equipment to be issued for child abuse specialists and for members of the new Clandestine Laboratory Response Team.
- Prepared and issued items for the Walker County detail.
- Prepared paperwork for shotguns to be traded in for equipment needed.
- Verified outdated radios and prepared for surplus to allow new radios to be purchased.
- Completed an extensive inventory on weapons.

FLEET & ASSET

The Fleet and Asset Section manages the GBI's fleet of more than 500 vehicles and GBI assets totaling nearly 5,000 items valued in excess of \$32 million. The Section managed and supported GBI staff in the use of the Fleet Anywhere software. Fleet Anywhere provides GBI staff with

information regarding status of the fleet. Reports on current and projected use of vehicles have proven invaluable in the preparation of strategic budget planning.

Other services provided by this section included management of the surplus property program, accident reporting, commercial fuel

card management, and management of undercover commercial accounts. An additional position was added this fiscal year in order to help manage and account for the growing inventory and surplus program.

OTHER SUPPORT SERVICES

Staff Services is responsible for the administration of the Headquarters' security personnel contract. A new request for proposal was written and successful executed during FY'02. The new contract was once again awarded to Wackenhut.

Staff Service also provides telecommunication management, risk management and contract administration for the agency.